

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-11-005

OPEN TO: All interested candidates

POSITION: Project Management Specialist
Democracy & Governance
Social Sectors Office

OPENING DATE: September 22, 2011

CLOSING DATE: October 05, 2011

WORK HOURS: 40 hours/week

SALARY: JD15,298 – JD25,243
Position Grade Level 10

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist – Democracy and Governance (DG) in the Social Sectors Office (SSO). This is a Personal Services Contract (PSC) position, grade FSN-10. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-10 level.

Basic Function:

The incumbent will serve as a project manager in the Democracy & Governance Team at the Social Sectors Office for a variety of programs such as Rule of Law, Civil Society, Media and Local Governance. These activities are designed to support social sector objectives in Jordan. The incumbent will serve as an advisor to senior Mission management, ensuring on-going and timely analysis of data and trends, and analysis of key obstacles to development in Jordan. S/he will recommend potential solutions for enhancing democratic governance in Jordan.

The incumbent will interact with and serve as project manager for contracts and grants to USAID implementing organizations, as required, to support the USAID/Jordan Democracy and Governance Team. S/he will work under the direct supervision of the Democracy and Governance Team Leader. Together with the other members of the Team, s/he will be responsible for meeting USAID/Jordan's objective of Strengthened Democratic Reform.

Major Responsibilities:

Serve as a project manager for various social sectors projects. In this capacity, the incumbent will prepare project implementation documents, coordinate project activities with relevant ministries and Jordanian organizations and manage all USAID inputs for successful implementation of project(s). S/he will provide oversight for implementation of activities in the sector(s) assigned to her/him, including management of contract team(s), project consultants, and Non-Governmental Organization (NGO) grants to ensure that project activities are implemented according to approved work plans. The incumbent will conduct site visits, review reports and perform assessments to monitor program progress, as well as contractor and NGO performance in the implementation of activities.

Participate in the planning, design, management and monitoring of specific social sectors objectives, as required. Prepare statements of work, comprehensive sector assessments and other required technical materials for any solicitation for assistance and/or acquisition regarding specified programs. Participate on technical selection committees.

Continually assess developments and trends in the areas of democracy and governance including tracking any changes in policies, programs, or other related sectors such as economic development that affect development in Jordan.

Actively participate in the development of required reports for internal USAID purposes (Annual Report, portfolio reviews, and briefing/talking points for high level visits).

Collaborate with other key international and Jordanian organizations and/or organizations to ensure synergy of program activities and to promote democratic governance development.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. A bachelor's degree in law, public administration, business, political science, engineering, or any other social science is required.
Supporting documentation (i.e., bachelor degree certificate) must be included in the application for eligibility purposes.
2. A minimum of three years of progressively responsible experience working on development projects, exchange programs or as a legal practitioner is required.
3. Must have demonstrated ability to collect and organize information, analyze data, use technical reference material, and write coherent project documents and reports. Must have demonstrated strong interpersonal skills and ability to work within a team and negotiate with others. Must have demonstrated ability to establish and maintain an extensive range of contacts with Government of Jordan officials, NGO staff, and representatives of donor organizations. Must have demonstrated ability to dialogue with decision-makers and make clear and persuasive oral presentations.
4. Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Arabic (modern standard) into precise and correct English, and English into precise and correct Arabic. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.
5. Demonstrated computer skills in specialized software including Windows and Microsoft Office Suite are required. Demonstrated ability to navigate the Internet with ease is required.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus

- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.